

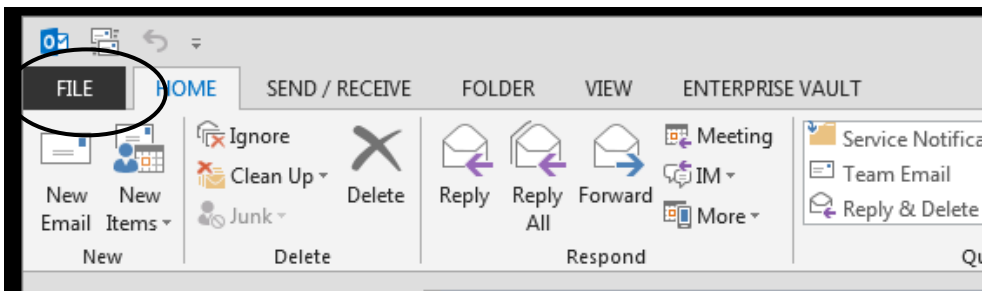


SETTING UP AURA VOICE MAIL TO EMAIL (Outlook 2013)

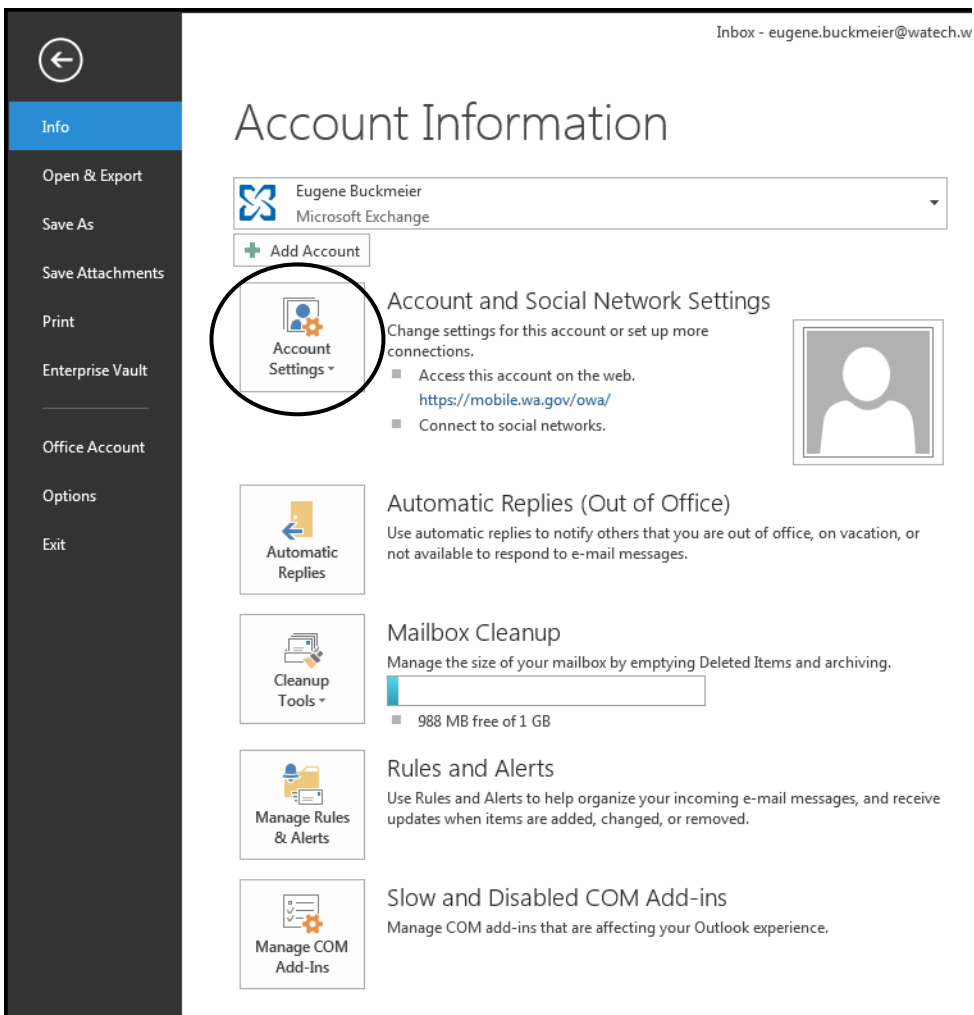
As of Oct. 2016

Step 1: Start Outlook.

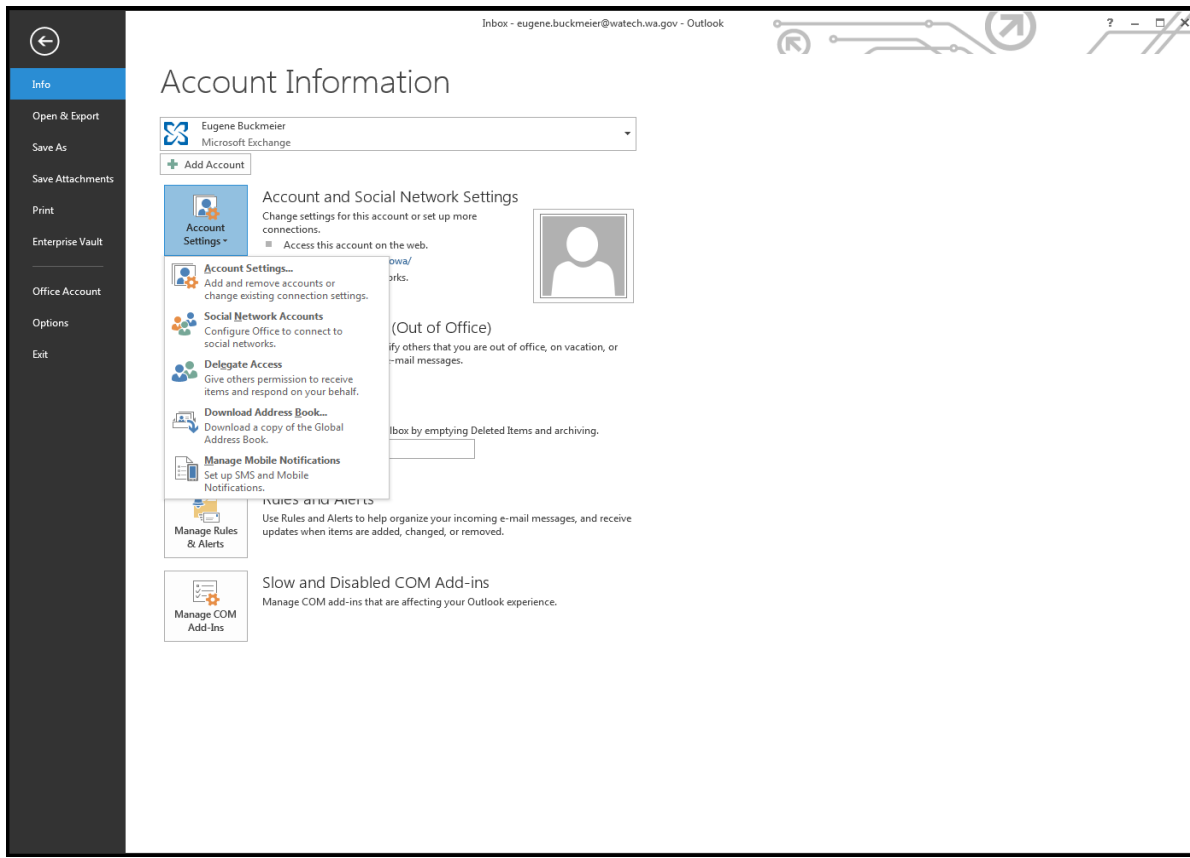
Click the **File** menu.



Click **Account and Social Network Settings**.

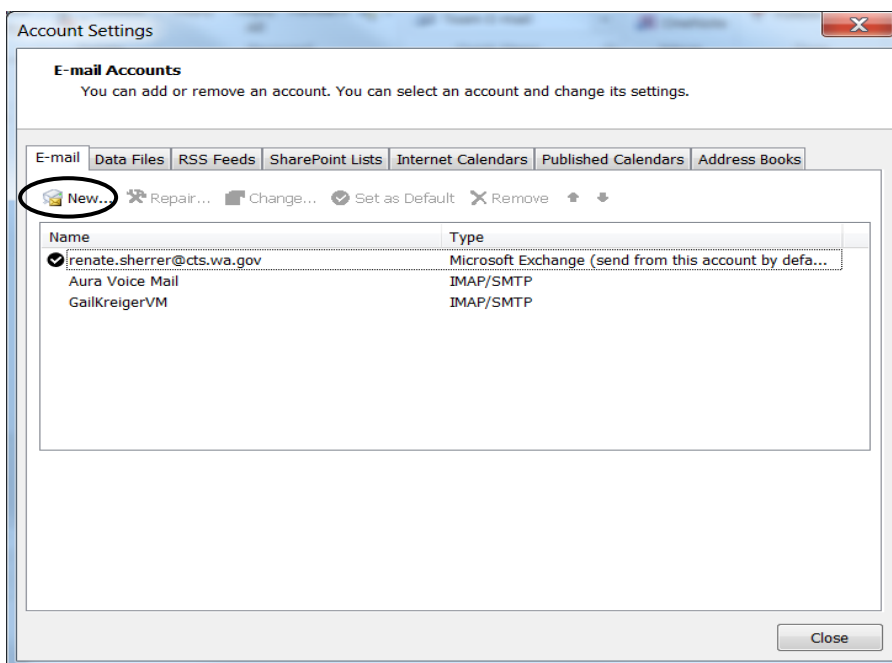


Click **Account settings** again.



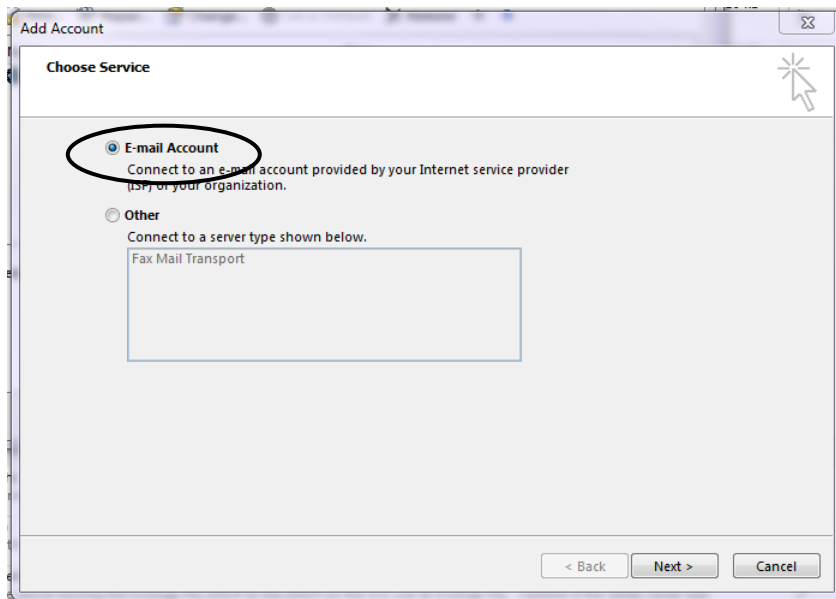
Step 2:

On the **Account Settings** window:
Click **New**.



Step 3:

On the **Add New Account** window:
The **E-Mail Account** should be checked.
Click **Next**.



Step 4:

On the **Add New Account/Auto Account Setup** window:

Populate the following:

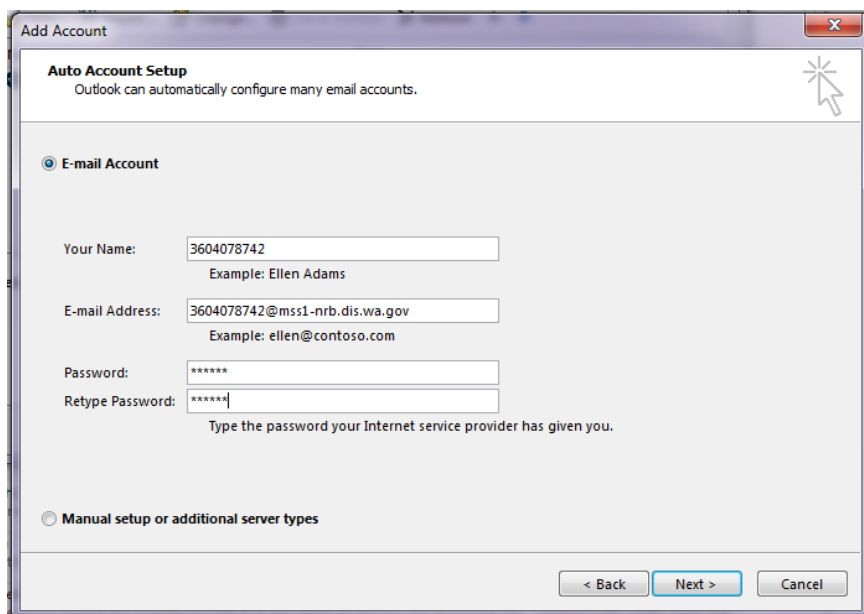
Your Name: **10 digit telephone number**

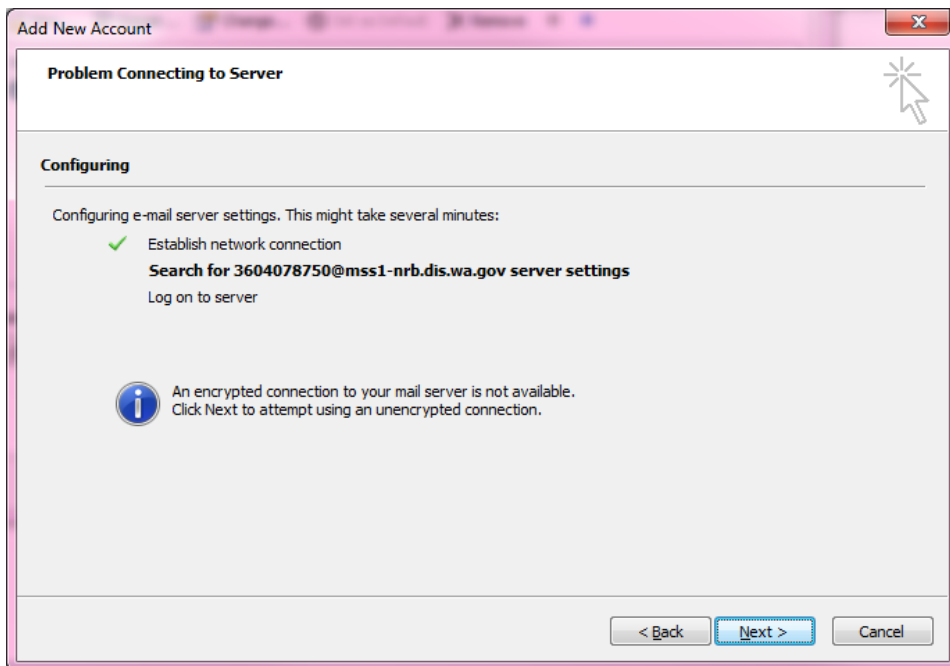
Email Address: **10digit telephone#@mss1-nrb.dis.wa.gov**

Password: **Your PIN/Password** for your Aura Voice Mail box

Retype Passwd: **Your PIN/Password** for your Aura Voice Mail box

Click **Next**



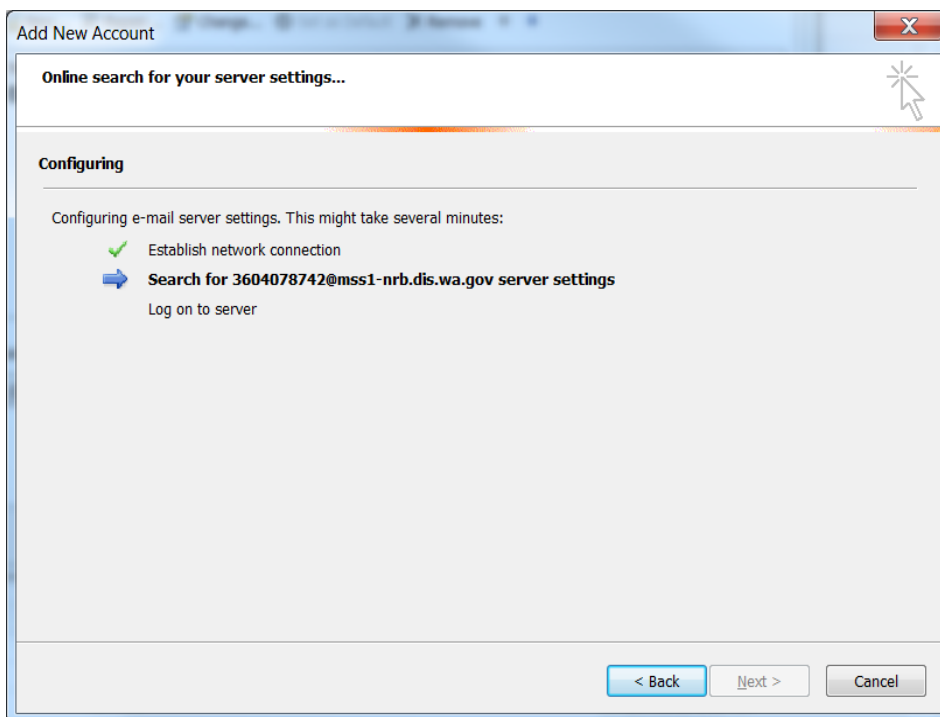


Outlook will try IMAPS first and it will fail. Click Next for it to try IMAP.

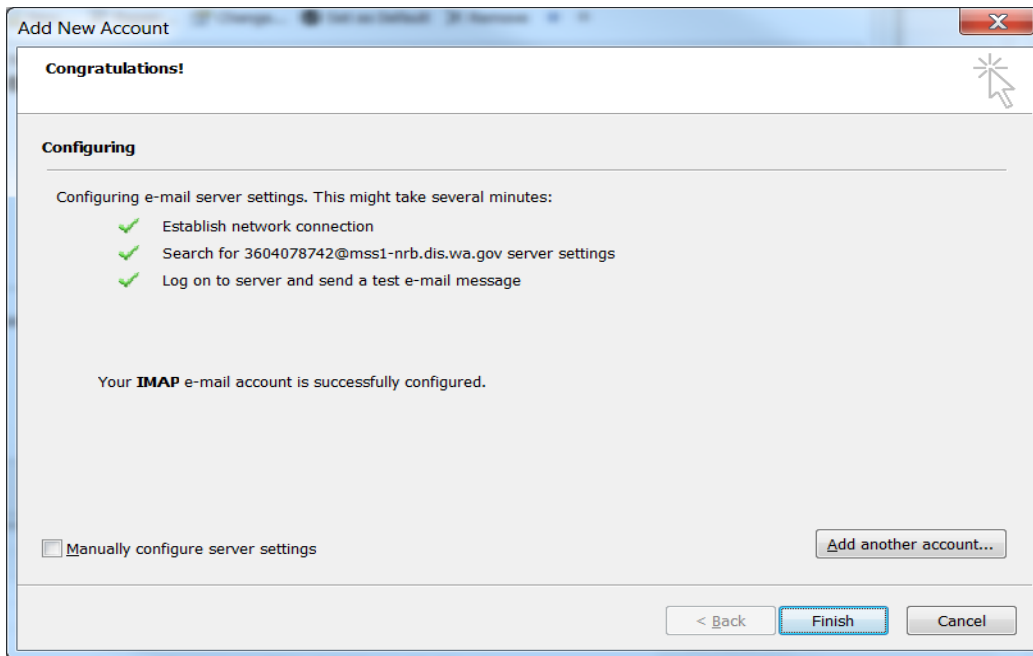
Step 5:

On the **Add New Account** tab:

System will take up to several minutes to configure.



When the system is done configuring:
Click **Finish**

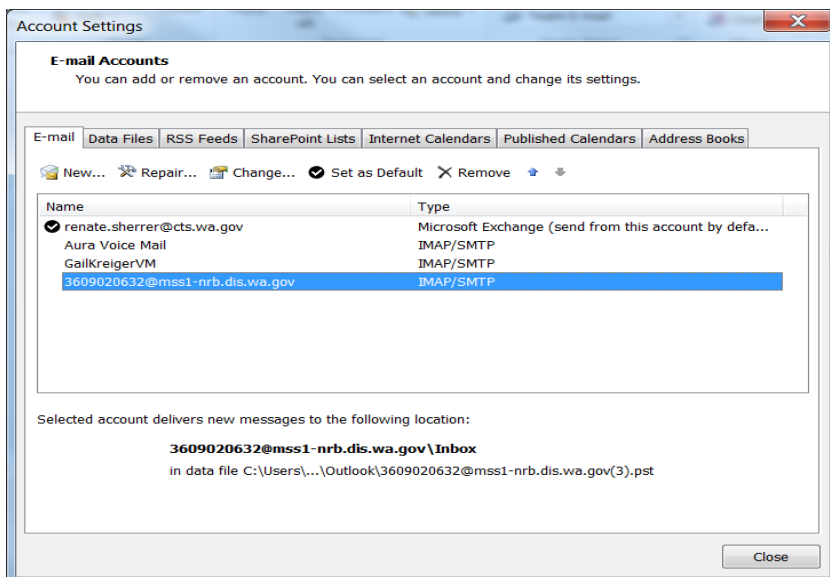


Step 6:

On the **Account Settings/E-mail Accounts** window:

Highlight **your new IMAP folder** (10 digit Telephone#@mss1-rb.dis.wa.gov)

Click **Change**



Step 7:

On the **Change Account** window:

Uncheck **Test Account Settings**.

Click **More Settings**.

Change Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information
 Your Name: 3604078742
 Email Address: 3604078742@mss1-nrb.dis.v

Server Information
 Account Type: IMAP
 Incoming mail server: 147.55.144.6
 Outgoing mail server (SMTP): 147.55.144.6

Logon Information
 User Name: 3604078742
 Password: ****
☒ Remember password
☐ Require logon using Secure Password Authentication (SPA)

Test Account Settings
 We recommend that you test your account to ensure that the entries are correct.
☒ Automatically test account settings when Next is clicked
 Mail to keep offline: All

Test Account Settings ...
More Settings ...

< Back Next > Cancel

Step 8:

On the **Internet E-mail Settings/General** tab:

Change the **Mail Account**, 10digit#@mss1-nrb.dis.wa.gov to **Aura Voice Mail**

Click the **Advanced** tab.

Internet E-mail Settings

General Outgoing Server Advanced

Mail Account
 Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"
 Aura Voice Mail

Other User Information
 Organization:
 Reply E-mail:

OK Cancel

Step 9:

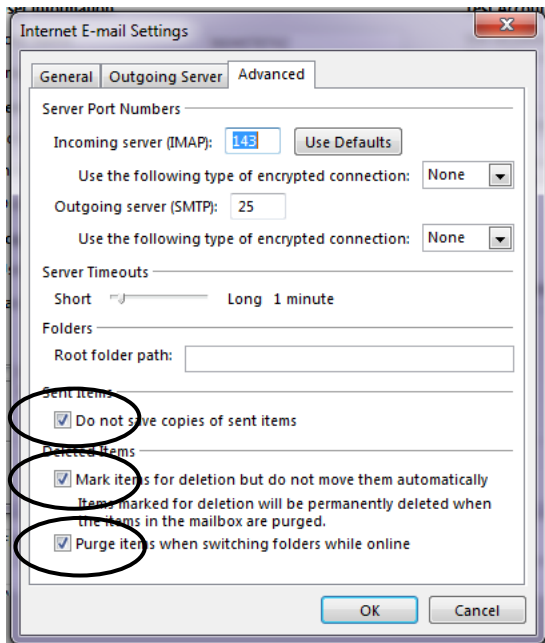
On the **Internet E-mail Settings/Advanced** tab:

Click **Do not save copies of sent items**

Click **Mark items for deletion but do not move them automatically.**

Click **Purge items when switching folder while online.**

Click **OK**

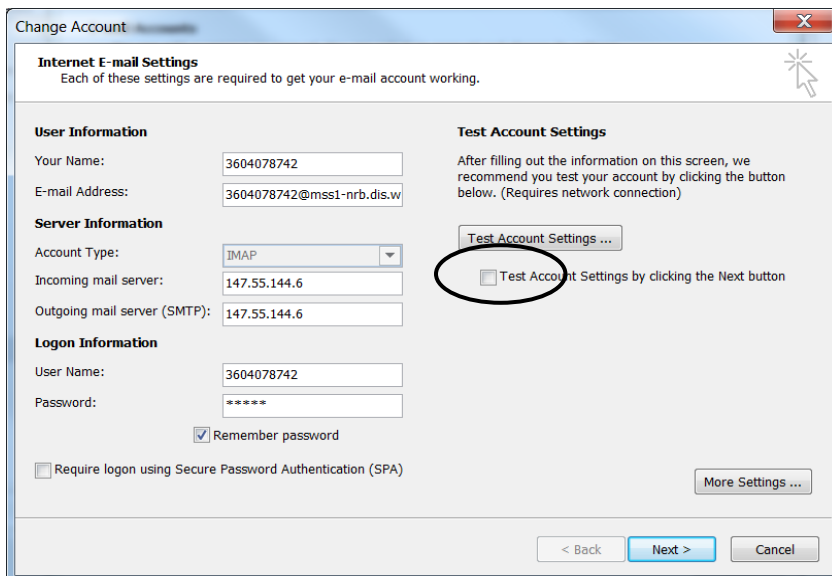


Step 10:

On the **Change Account/Internet E-mail Settings** tab:

Uncheck **Test Account Settings** (if checked).

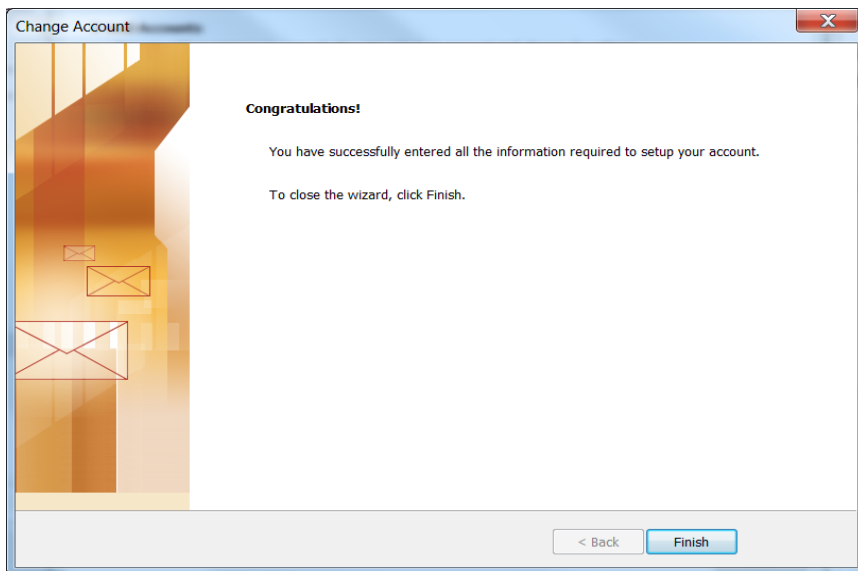
Click **Next**.



Step 11:

On the **Change Account** tab:

Click **Finish**.



Step 13:

Leave yourself **a voice mail message.**

Verify the **message is delivered** into your new "Aura Voice Mail" folder.

Set up **complete.**